

MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION

LABORATORY ASSISTANT

JOB DESCRIPTION

Employees in this job perform various tasks to facilitate and support the work and research of professional and technical staff in a state laboratory; assist in the production of biologic products, perform tests on biologic specimens, or assist in the breeding and management of laboratory animals.

There are four classifications in this job.

Position Code Title – Laboratory Assistant–E

Laboratory Assistant 6

This is the entry level. The employee works in a learning capacity, receiving on-the-job training and close supervision.

Laboratory Assistant 7

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of laboratory assistant assignments.

Laboratory Assistant E8

This is the experienced level. The employee performs a full range of laboratory assistant assignments and uses judgment in making decisions and applying methods and procedures. Guidance and direction are generally available as needed.

Position Code Title – Laboratory Assistant–A

Laboratory Assistant 9

This is the advanced level. The employee serves as a lead worker; coordinating, assigning, and reviewing the work of lower level laboratory assistants; or, as a senior worker, responsible for the most complex laboratory assistant assignments beyond those expected at the experienced level that have been approved by Civil Service.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

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Inoculates growth media using aseptic techniques and harvests pathogenic organisms.

Opens and sorts laboratory specimen packages that contain specimens of human or animal origin that will be tested for having bacterial, viral, or other infections. Logs in specimens by assigning an identification number to containers and forms.

Assembles and sterilizes equipment for dispensing such products as antitoxins, vaccine, serum, and diagnostic antigens.

Assists professional and technical staff in the performance of analytical tests by preparing test samples, preparing microscope slides, cleaning and preparing equipment, and cleaning work areas and keeping them supplied with equipment and chemicals.

Operates and maintains such equipment and instruments as autoclaves, fermenters, filters, industrial centrifuges, evaporators, refrigeration controls, PH meters, balances, scales, pumps, freeze-drying equipment, laminar flow safety hoods, microscopes, and spectrometers.

Prepares reagents, chemical solutions, and culture media according to standard formulas.

Participates in the preparation of biological products such as blood derivatives, antibiotic antitoxins, and vaccines by preparing equipment, formulation, filling, and testing.

Monitors gauges and charts to ensure the quality of the product being produced.

Maintains accurate records, labels products, and orders materials.

Feeds and waters laboratory animals such as mice, hamsters, and guinea pigs.

Removes dirty bedding, cleans and disinfects cages, and replenishes bedding.

Delivers specimens to the appropriate laboratory.

Cleans and prepares glassware and other laboratory equipment using cleaning solutions such as nitric acid, hydrochloric acid, acetone, chemical soaps, and ultrasonic baths.

Performs routine laboratory tests on samples such as food, water, human and animal specimens, laboratory products, etc. and records the results.

Works with an automated punch machine, pipettes, and reapplicators to transfer substances for testing.

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Additional Job Duties

Laboratory Assistant 9 (Lead Worker)

Coordinates work by scheduling assignments and overseeing the work of other laboratory assistants.

Oversees and ensures the quality and quantity of work for a specific work area by directing the laboratory assistants' adherence to methods and procedures.

Explains work instructions and adapts, if necessary, pertinent general methods and procedures in order to meet the required needs of a specific laboratory work area.

Laboratory Assistant 9 (Senior Worker)

Performs the most complex laboratory assistant assignments on a regular basis.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of the use and care of laboratory apparatus.

Knowledge of the machine processes in a testing or production laboratory.

Knowledge of the metric system.

Knowledge of the safety procedures for handling toxic chemicals and pathogenic substances.

Knowledge of techniques for cleaning, disinfecting, and sterilizing laboratory equipment and instruments.

Knowledge of commonly used laboratory techniques, terminology, and equipment.

Knowledge of laboratory testing procedures.

Knowledge of the preparation of antibiotic agents.

Knowledge of the general care of animals, including housing, feeding, grooming, and exercising.

Skill in using aseptic techniques.

Ability to follow oral and written instructions.

Ability to prepare and maintain records and logs.

Ability to learn procedures requiring care and precision.

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Ability to perform arithmetic calculations including converting units of measure.

Laboratory Assistant 9 (Lead Worker)

Ability to explain instructions and guidelines to others effectively.

Ability to organize and coordinate the work of the unit.

Ability to determine work priorities and assign work to employees.

Laboratory Assistant 9 (Senior Worker)

Ability to perform the most complex laboratory assistant assignments.

Working Conditions

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to work in an environment that involves some risk of sustaining illness and injury from the use of chemicals, high pressure laboratory systems, biological materials and organisms, and high energy light sources and voltage.

Some jobs require working with animals.

Physical Requirements

The job duties require an employee to bend, reach, and stand for long periods.

Education

Educational level typically acquired through completion of high school.

Experience

Laboratory Assistant 6

No specific type or amount is required.

Laboratory Assistant 7

One year of experience performing laboratory assistant tasks in support of other laboratory personnel.

Laboratory Assistant E8

Two years of experience performing laboratory assistant tasks in support of other laboratory personnel.

Laboratory Assistant 9

Three years of experience performing laboratory assistant tasks in support of other laboratory personnel, including one year as a Laboratory Assistant E8.

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Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
LABTRYAST

Job Code Description
Laboratory Assistant

Position Title

Laboratory Assistant-E
Laboratory Assistant-A

Position Code

LABYASTE
LABYASTA

Pay Schedule

L32-004
L32-009

ECP Group One
Revised 12/11/00
SH/VLWT